

Personnel Board Summarized Minutes
Monday, March 7, 2011 - 6:00 p.m.

CORRECTED

Call to Order/Roll Call of Members: **Present:** Grecia Ferro Ameneiro, Vice-Chairperson; Mario Diaz, Member; and Beatriz Sosa, Member. **Absent:** Pat Carnevale, Chairperson; and Ann Infante, Member

AGENDA

1. Request to approve the minutes of the February 2011 Personnel Board meeting.

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received February 2011.

- | | |
|--------------------------|-----------------------|
| 1. Brian Lanza | Police Department |
| 2. Priscilla Lopez-Perez | Retirement Department |
| 3. Maydelin Cuba | Water & Sewers |

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for February 2011. (supporting documents provided via email)

SO NOTED.

4. Report of Civil Service **Appointments** for February 2011.

SO NOTED.

5. Report of Civil Service **Resignations** for February 2011.

SO NOTED.

6. Report of **Maternal/Paternal Leave** for February 2011.

- | | |
|----------------------|-------------------------------|
| 1. Miguel Lorenzzi | Parks & Recreation Department |
| 2. Ruben Miguel | Police Department |
| 3. Christopher Perez | Police Department |
| 4. Tabitha Rivera | Water & Sewers Department |

SO NOTED.

7. Report of **Leave of Absence** for February 2011. None

1. Bianca Soto-Lalane Fire Department

SO NOTED.

8. Certify the **corrected** eligibility for the position of **Concessions Operator (Recreation)**.

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

9. Certify the eligibility for the position of **Electrician Apprentice**.

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

10. Certify the eligibility for the position of **Firefighter**.

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote.

11. Request to conduct a Civil Service examination for the **Assistant Director of Parks (Regino Betancourt)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **new** job description and resume are attached.

Management

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

12. Request to conduct a Civil Service examination for the **Building Official (Richard Rubi)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Management

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote. (The Personnel Board requested Mr. Rubi update his resume to reflect specific dates.)

13. Request to conduct a Civil Service examination for the **City Clerk (David Concepcion)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Management

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote.

14. Request to conduct a Civil Service examination for the **Concession Manager (Francisco Hill)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **revised** job description and resume are attached.

Management

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote.

15. Request to conduct a Civil Service Examination for the **Deputy Director of Grants and Human Services (Elba Ramirez)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **new** job description and resume are attached.

Management

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

16. Request to conduct a Civil Service examination for the **Human Resources Director (Melissa Negron)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Management

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote.

17. Request to conduct a Civil Service examination for the **Office Coordinator (Laura Ramsay – Parks and Recreation)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Management

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

18. Request to conduct a Civil Service examination for the **Office Coordinator (Aime Stokes - Streets)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Management

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote. (The Personnel Board requested Ms. Stokes update her resume to reflect specific dates.)

19. Request to conduct a Civil Service examination for the **Parks and Recreation Supervisor (Joseph Dziedzic)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **new** job description and resume are attached.

Management

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

20. Request to conduct a Civil Service examination for the **Police Officer - Trainee** position with the following criteria:

- a. Open to the public
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 61 - \$1556 - \$2362 Bi-weekly

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote.

21. Request to conduct a Civil Service examination for the **Recreation Programs Supervisor (Ovidio Paz)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **new** job description and resume are attached.

Management

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

22. Request to conduct a Civil Service examination for the **Recreation Supervisor I (Pablo Bermudez)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **revised** job description and resume are attached.

Management

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

23. Request to hear **Unfinished Business.** NONE

24. Request to hear **New Business.** NONE

NEXT PERSONNEL BOARD MEETING: "April 4, 2011"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.